



JOINT READINESS TRAINING CENTER AND FORT POLK  
CIVILIAN PERSONNEL ADVISORY CENTER  
FORT POLK, LOUISIANA 71459-5341



"A Return to Prominence -- The Year to Excel"

CPAC INFORMATION BULLETIN  
NUMBER 78

January 2006



**HAPPY NEW YEAR**

### Wishes for You This New Year

**H**ours of happy times with friends and family  
**A** bundant time for relaxation  
**P**rosperity  
**P**lenty of love when you need it the most  
**Y**outhful excitement at life's simple pleasures

**N**ights of restful slumber (don't worry be happy)  
**E**verything you need  
**W**ishing you love and light

**Y**ears and years of good health  
**E**njoyment and mirth  
**A**ngels to watch over you  
**R**emembrances of a happy year!

### NSPS INFORMATION UPDATE

The Department of Defense announced a strategic pause in the implementation of NSPS. The pause is designed to afford the Department the opportunity to focus on simplifying the performance management design, getting performance objectives right and ensuring the system is simple, clear and understandable. While we will continue to press ahead on communication, alignment of strategic plans/goals with performance objectives, and soft skill training, all NSPS-specific content training has

been placed on hold, pending the completion of the review. We want to ensure that our employees, supervisors and leaders fully understand this system and have the tools to succeed in a results-focused, performance based environment.

In the interim, you can continue to ready yourself for transition to NSPS by visiting <http://www.chra.army.mil/nsps/index.htm> and taking the web-based courses grouped under Army NSPS Core Competency Training.

Please know that, as is our custom, we will keep you fully informed as developments occur.

### EMERGENCY SITUATION (INCLEMENT WEATHER)

It is within the administrative authority of a commander or head of an activity to close all or part of an activity and to administratively excuse employees when there is legal or regulatory authority established to permit the absence without charge to leave. This authority does not extend to periods of interrupted or suspended operations that can be anticipated far enough in advance to permit arranging for assignment to work areas or the scheduling of annual leave.

This serves to advise you of the means of employee notification in the event of an emergency situation due to inclement weather, reiterate early release and late arrival practices, and identify "Mission Critical Emergency" and "Emergency Employees" who are expected to report for, or remain at, work in emergency situations, unless otherwise notified.

### CONTENTS

NSPS Information Update	Page 1
Emergency Situation (Inclement Weather)	Page 1
White Collar Workers Get Pay Raise	Page 3
Notice to All Bargaining Unit Employees	Page 3
Retreat	Page 4
Holiday/Liberal Leave 2006 Schedule	Page 4
January Mandatory Training	Page 4

Anti-Terrorism Training	Page 5
Leave Transfer Program	Page 5
JRTC & Ft Polk EMS Awareness	Page 5
Prevent Birth Defects Before Pregnancy	Page 8
Protecting Yourself From Eye Hazards	Page 9
Blue Cross/Blue Shield Info	Page 10
Articles For Bulletin	Page 10

First, when employees are off duty and a general emergency situation develops that may delay or prevent the workforce from reporting to work on time, they should:

- Tune to the following local radio and television stations:
  - 1) KVVP 105.7 / 95.7, Leesville
  - 2) KJAE 93.5, Leesville
  - 3) KALB-TV (5) (NBC), Alexandria
  - 4) KLAX-TV (31) (ABC), Alexandria
  - 5) KPLC-TV (7) (NBC), Lake Charles
  - 6) KLFY-TV (10) (CBS), Lafayette
- Log on to <http://www.jrtc-polk.army.mil>
- Assume reporting instructions are normal until receiving instructions to the contrary on one of the above official sources or from a supervisor.

Turning now to closure, early release and late arrival practices, the commander's exercise of authority outlined above in emergency situations will impact the leave treatment of appropriated fund civilian employees as follows:

#### **Close/Suspend Operations:**

If there is a decision to *Close/Suspend Operations*, excused absence is appropriate for: all employees, including those who:

- are scheduled, but failing to report
- are reporting after the period of closure begins
- those with scheduled leave

Those employees whose supervisors have informed them that their presence at work is necessary for reasons of morale, health, welfare or essential activities will not be granted excused absence.

#### **Early Release (Installation Remains Open):**

If inclement weather should result in a decision to release employees from duty early (before the regular close of business), only those employees on duty at the time an early dismissal is announced are entitled to excused absence. Employees who are already on approved leave when the early dismissal is announced are not entitled to excused leave. Examples: Early dismissal is announced at 1200 to be effective at 1400.

- Employees on duty at 1200 will be granted excused absence commencing at 1400.

- Employees on duty at 1200 may take annual leave up to 1400 and will be granted excused absence commencing at 1400.
- Employees who are on annual or sick leave at 1200 are not entitled to excused absence.
- Also, the decision can remain open and simply grant Liberal Leave – No excused absence will be granted due to inclement weather.

#### **Late Arrival:**

Inclement weather precludes employees from reporting on time. Excused absence granted (time specified by the commander) for those employees who ultimately report for work. For example, the announcement is made, "employees report 2 hours later than normal." Employees who actually report to work are granted 2 hours of excused absence from the beginning of their tour on that day. Employees who do not report to work at all on that day would not be granted any excused absence.

Finally, with respect to "Mission Critical Emergency" and "Emergency Employees", employees who occupy such positions or have been designated as a "Mission Critical Emergency" or "Emergency Employee" must be identified and informed of such by their supervisor. As such, these employees are expected to report for, or remain at, work to perform assigned duties in emergency situations, unless otherwise notified. Dismissal or closure announcements do not apply to you, unless instructed otherwise by your supervisor. If a designated employee does not report for work or remain at work as required, he or she may be charged annual leave, sick leave, credit hours, compensatory time earned, LWOP or absence without leave (AWOL), if appropriate. Additionally, formal disciplinary action may also be taken.

Questions regarding leave should be directed to your supervisor or an HR Advisor at the CPAC.

Be at war with your vices; at peace with your neighbors,  
and let every new year find you a better man.

--Benjamin Franklin

## White Collar Workers Get Pay Raise

Good News for Fort Polk's White Collar Employees!

- Effective 8 January 2006, all Fort Polk employees paid from Salary Table 2006 RUS, the General Schedule Locality Pay Schedule, will receive a pay adjustment.
- The executive order approving pay raises for all General Schedule (white collar) workers throughout the nation on the basis of geographical localities was signed by the president. Fort Polk falls within the "catch-all locality designated as "Rest of the United States" or RUS. The raise for this locality results in a total increase of 2.83%. The pay adjustment for RUS is effective the first day of the first pay period beginning on or after 1 January 2006. For Fort Polk employees, the effective date is 8 January 2006.
- Non-Appropriated Fund (NAF) employees NF levels 3 through 5, all CC Pay band employees, and remaining Universal Annual employees in this area will also receive a locality pay increase in consonance with changes to the General Schedule.

### SALARY TABLE 2006-RUS General Schedule Locality Rates of Pay For REST OF U.S.\*

#### EFFECTIVE JANUARY 2006

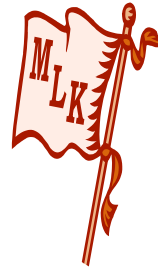
Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 18,399	\$ 19,014	\$ 19,626	\$ 20,234	\$ 20,847	\$ 21,207	\$ 21,810	\$ 22,420	\$ 22,444	\$ 23,010
2	20,687	21,179	21,864	22,444	22,694	23,361	24,029	24,696	25,363	26,030
3	22,572	23,324	24,077	24,830	25,583	26,335	27,088	27,841	28,594	29,346
4	25,338	26,183	27,028	27,873	28,718	29,564	30,409	31,254	32,099	32,944
5	28,349	29,295	30,240	31,185	32,130	33,075	34,020	34,966	35,911	36,856
6	31,601	32,654	33,708	34,761	35,814	36,867	37,920	38,974	40,027	41,080
7	35,116	36,287	37,457	38,627	39,797	40,967	42,138	43,308	44,478	45,648
8	38,890	40,187	41,483	42,779	44,075	45,371	46,668	47,964	49,260	50,556
9	42,955	44,387	45,819	47,252	48,684	50,116	51,549	52,981	54,414	55,846
10	47,303	48,880	50,456	52,033	53,609	55,185	56,762	58,338	59,915	61,491
11	51,972	53,705	55,437	57,170	58,903	60,636	62,369	64,102	65,834	67,567
12	62,291	64,367	66,443	68,519	70,595	72,671	74,747	76,823	78,899	80,975
13	74,074	76,543	79,012	81,480	83,949	86,418	88,886	91,355	93,824	96,292
14	87,533	90,450	93,368	96,286	99,203	102,121	105,039	107,956	110,874	113,791
15	102,964	106,396	109,827	113,259	116,691	120,123	123,555	126,987	130,419	133,850

#### Hourly Basic (B) Rates by Grade and Step

#### Hourly Overtime (O) Rates by Grade and Step

Grade	B/O	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	B	\$8.82	\$9.11	\$9.40	\$9.70	\$9.99	\$10.16	\$10.45	\$10.74	\$10.75	\$11.03
	O	13.23	13.67	14.1	14.55	14.99	15.24	15.68	16.11	16.13	16.55
2	B	9.91	10.15	10.48	10.75	10.87	11.19	11.51	11.83	12.15	12.47
	O	14.87	15.23	15.72	16.13	16.31	16.79	17.27	17.75	18.23	18.71
3	B	10.82	11.18	11.54	11.9	12.26	12.62	12.98	13.34	13.7	14.06
	O	16.23	16.77	17.31	17.85	18.39	18.93	19.47	20.01	20.55	21.09
4	B	12.14	12.55	12.95	13.36	13.76	14.17	14.57	14.98	15.38	15.79
	O	18.21	18.83	19.43	20.04	20.64	21.26	21.86	22.47	23.07	23.69
5	B	13.58	14.04	14.49	14.94	15.4	15.85	16.3	16.75	17.21	17.66
	O	20.37	21.06	21.74	22.41	23.1	23.78	24.45	25.13	25.82	26.49
6	B	15.14	15.65	16.15	16.66	17.16	17.67	18.17	18.67	19.18	19.68
	O	22.71	23.48	24.23	24.99	25.74	26.51	27.26	28.01	28.77	29.52
7	B	16.83	17.39	17.95	18.51	19.07	19.63	20.19	20.75	21.31	21.87
	O	25.25	26.09	26.93	27.77	28.61	29.45	30.29	31.13	31.97	32.81
8	B	18.63	19.26	19.88	20.5	21.12	21.74	22.36	22.98	23.6	24.22
	O	27.95	28.89	29.82	30.75	31.68	32.61	33.54	34.01	34.01	34.01
9	B	20.58	21.27	21.95	22.64	23.33	24.01	24.7	25.39	26.07	26.76
	O	30.87	31.91	32.93	33.96	34.01	34.01	34.01	34.01	34.01	34.01
10	B	22.67	23.42	24.18	24.93	25.69	26.44	27.2	27.95	28.71	29.46
	O	34.01	34.01	34.01	34.01	34.01	34.01	34.01	34.01	34.01	34.01
11	B	24.9	25.73	26.56	27.39	28.22	29.05	29.88	30.71	31.54	32.38
	O	34.01	34.01	34.01	34.01	34.01	34.01	34.01	34.01	34.01	34.01
12	B	29.85	30.84	31.84	32.83	33.83	34.82	35.82	36.81	37.8	38.8
	O	34.01	34.01	34.01	34.01	34.01	34.82	35.82	36.81	37.8	38.8
13	B	35.49	36.68	37.86	39.04	40.22	41.41	42.59	43.77	44.96	46.14
	O	35.49	36.68	37.86	39.04	40.22	41.41	42.59	43.77	44.96	46.14
14	B	41.94	43.34	44.74	46.14	47.53	48.93	50.33	51.73	53.13	54.52
	O	41.94	43.34	44.74	46.14	47.53	48.93	50.33	51.73	53.13	54.52
15	B	49.34	50.98	52.62	54.27	55.91	57.56	59.2	60.85	62.49	64.14
	O	49.34	50.98	52.62	54.27	55.91	57.56	59.2	60.85	62.49	64.14



*"Our lives begin to end the day we become silent about things that matter."*

*--Martin Luther King Jr.*

*In Memory of Martin Luther King's Birthday – 16 January*

## NOTICE TO ALL BARGAINING UNIT EMPLOYEES

1. Pursuant to the provisions of the Civil Service Reform Act, this is to advise that effective 11 January 1979 employees in units represented by an exclusive labor organization have the right to request union representation at an examination by a representative of the agency in connection with an investigation if the employee believes the examination may result in disciplinary action.

2. Section 7114(a) of the Civil Service Reform Act of 1978 states that:

"(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at –

(B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if –

(i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and

(ii) the employee requests representation."

3. Therefore, as required by Section 7114(a) (3), you are hereby given annual notice of the right set forth in this provision.


## RETREAT


Fort Polk's daily Retreat ceremony (5 p.m.) is an homage to the national flag as it is lowered at the end of the day.

At every installation garrisoned by troops, at the last note of Retreat, a cannon is fired and "To the Color" sounds. The flag is lowered at a rate so as to be complete at the last note of the music.


Did you know that the bugle call sounded at Retreat was first used in the French army and dates back to the Crusades? So, when you hear it, you are listening to a melody that symbolizes the finest qualities of Soldiers for 900 years. Retreat traditionally was played at sunrise to notify sentries to begin their duties and Soldiers to "Retreat" to their quarters and stay there.


In today's modern Army, the live bugler has been replaced by a recorded version, but the ceremony remains a tradition. As such, those living and working on the installation should follow proper etiquette when retreat is sounded:


 When you are outdoors and hear retreat played, face toward the flag if you can see it and stand at parade rest.


 If the flag is not in sight, face toward the music.

Retreat is followed by the playing of "To the Colors."

 If in uniform, stand at attention and execute the hand salute, present arms or hand salute at sling arms, whichever is appropriate.

 If in civilian attire with headgear, at the first note of music face the flag (or music if flag is not in view), stand at attention, remove headgear with right hand and hold over left shoulder with right hand over the heart.

 If in civilian attire without headgear, at the first note of music face the flag or music, stand at attention with right hand over the heart. Hold this position until the last note of music has been played.

 When in a vehicle, you should stop, dismount, and render the appropriate honor.

**Credit for this article goes to the Guardian Staff.**

### HOLIDAY/LIBERAL LEAVE SCHEDULE FOR 2006

HOLIDAY	DATE DESIGNATED	TRAINING/ LIBERAL LEAVE
Martin Luther King Birthday	16 Jan 2006	13 Jan 2006
Washington's Birthday	20 Feb 2006	17 Feb 2006
Memorial Day	29 May 2006	26 May 2006
Independence Day	04 Jul 2005	3 Jul 2006
Labor Day	04 Sep 2005	1 Sep 2006
Columbus Day	10 Oct 2005	*Pending
Veterans' Day	11 Nov 2005	*Pending
Thanksgiving Day	24 Nov 2005	*Pending
Christmas Day	25 Dec 2005	*Pending

### JANUARY MANDATORY TRAINING

**Mandatory Training for FY 06** will be conducted during the employee's birth month. Employees and their supervisors have the opportunity to choose between two dates to attend the training. Everyone is required to attend this training.... Mark your calendar and plan to attend.



**The January 2006 training dates are:**

**10 January 2006**

**25 January 2006**

The location of the training for the above class dates is the new Library/Education Center, Bldg. 660.



**The schedule of training is as follows:**

0800-0930 - Alcohol and Drug Abuse  
 0930-0940 - break  
 0940-1010- Security  
 1010-1020 - break  
 1020-1120 - DA Ethics Training  
 1140-1230 - Lunch  
 1230-1430 - E/POSH  
 1445-1600 - Environmental

If you have any questions regarding the above training schedule please contact Tami Culbreath at 531-1856.

**ANTI-TERRORISM TRAINING**

The **January 06 Level 1 Anti-Terrorism** onsite class date is scheduled for 24 January 2006, 0830 – 1130 hours at the Library/Education Center, Bldg. 660, Room 223. All birth-month employees are required to attend this training **OR** complete training online prior to 24 January 2006 as follows:

The online location of the training is <https://atlevel1.dtic.mil/at/> the access code is aware.

Once you get in you will be asked to sign up. Please complete the sign-up form and submit. After submission you will be able to log on immediately. Make sure that you remember your username and password.

- Click on AT Level 1 Course
- When ready to begin the training – scroll down to Begin the Training and click on cv
- The rest is user friendly

All individuals who choose to complete the training online must print a copy of the certificate of training and fax it to Tami Culbreath at 531.1851. Include the social security number on the certificate of completion.

**The CPAC wishes you a  
Happy & Safe 2006!**

**LEAVE TRANSFER PROGRAM**

Would you like to assist a co-worker who is in need of annual leave? Then consider donating annual leave to employees enrolled in the Voluntary Leave Transfer Program. To donate leave, submit a "Leave Transfer Authorization" FP Form 25, to the CPAC at Bldg. 412.

We are currently accepting leave donations for the following:

- \*Jessica D. Vasquez – Legal Assistance Division
- \*James Davis – Directorate of Emergency Services
- \*Tonya Smith - MEDDAC

**\*Hurricane Katrina victims CPB 21-05**

*(For more information regarding Katrina Emergency Leave Transfer Program please refer to the link below and click on CPB 21-05 dated 2 December 2005)*

<http://www.jrtc-polk.army.mil/cpac/CPB2005.htm>

Should you have any questions regarding leave transfer contact an HR Advisor at the CPAC.

**JRTC AND FT. POLK  
ENVIRONMENTAL MANAGEMENT  
SYSTEM (EMS) AWARENESS**

The EMS establishes policy, planning, and procedures and leadership roles to better protect and enhance our natural and human environment. The implementation of our EMS contributes to continuous improvement in all aspects of community life.

The goal of EMS awareness training is to gain commitment from all persons working and living on the installation to the installation environmental policy, EMS targets and objectives, and personal responsibility for actions impacting the environment.

**What is Fort Polk's environmental policy?**

1. JRTC and Fort Polk embraces organizational and individual environmental stewardship, innovation and initiative as the means to achieve sustainable development while protecting the natural and human environment. Our Environmental Management System (EMS) provides the corporate

framework for establishing objectives and targets to progress toward continual improvement, effectiveness and efficiency. To that end, this installation is committed to:

a. Ensuring that environmental factors and considerations are integrated into all decision-making processes.

b. Complying with applicable Federal, State, Department of Defense, Army and Installation environmental regulations and policies.

c. Protecting, preserving, conserving and, when required restoring and enhancing, natural and cultural resources.

d. Preventing pollution and minimizing adverse environmental impacts.

e. Training and educating members of the JRTC and Fort Polk community on their roles and responsibilities as environmental stewards and fostering individual accountability.

f. Working cooperatively with communities and agencies outside Fort Polk to form partnerships to achieve common environmental goals and objectives.

2. Implementation of this policy will ensure the establishment and enforcement of ecologically and economically sound programs that promote responsible stewardship of the environment while providing cost effective mission benefits.

The heart of the installation's environmental policy is: *"Each and every one of us is an environmental steward for our future generations. Environmental Stewardship is an integral part of everything we do. It is up to each of us in the partnership to achieve environmentally suitable operations to enhance national security and our way of life."*

Environmental stewardship is defined as: An individual's duty, responsibility, and obligation to conduct and manage their life, and perform their daily mission, operation, and job duties in a manner to protect all aspects of the natural environment by preventing or minimizing any impact to the environment.

### **What is EMS?**

The Environmental Management System (EMS) is the part of the overall management system that specifically addresses the potential risks from Army activities on the environment. The EMS system

includes organizational structure, planning activities, responsibilities, practices, procedures, processes, and resources for developing, implementing, achieving, reviewing and maintaining the installation environmental policy.

Fort Polk's EMS established the following environmental objectives:

- Mission Support and Enhancement
- Legal Compliance
- Prevention of Pollution
- Environmental Stewardship
- Continual Mission and Environmental Performance Improvement

EMS is the tool that can help ensure that our Soldiers today-and the Soldiers of the future- have the land, water, and air resources that they need to train; a healthy environment in which to live; and, the support of our local communities and the American people.

### **How does EMS work?**

EMS works by integrating environmental considerations into the installation's leadership and management decision-making structures in a systematic and organized way. EMS will also integrate environmental considerations into the decision making processes, activities and operations of each individual on the installation. This will make it easier for the installation to comply with regulations, meet monitoring requirements, and go beyond simple demonstrations of due diligence. It will also help identify problem areas before they become acute, avoiding or minimizing environmental damage and costs for corrective actions.

The EMS framework is divided into four sections: Environmental Policy, Implementation and Operation, Checking and Corrective Action, and Management Review. The organizing principle for this framework is the Deming Cycle: Plan, Do, Check, Act.

### **How can individuals help and support environmental policy?**

The installation's environmental policy objectives will be met only if everyone at every level is committed to fulfilling their roles and responsibilities as environmental stewards. Each

individual can support the environmental policy in the following ways:

- Know how daily work activities interact with the environment.
- Understand what impacts daily work activities have on the environment.
- Take responsibility for minimizing or eliminating the negative impacts activities have on the environment.
- Take responsibility for monitoring peers and fellow employees to remind them of their responsibility to minimize or eliminate negative impacts their activities have on the environment.
- Report non-conformance of any environmental requirement to their first line supervisor.
- Share ideas on improving work processes to better protect the environment.
- Make environmental stewardship a part of all activities at work and home.

The EMS two-way communication process requires installation leaders to keep all members of the community informed of environmental requirements, concerns, issues, or updates. The process also requires all individuals within the community to convey environmental observations, concerns, issues, and problems through their chain of command, their environmental compliance officer (ECO), or directly to the installation environmental office.

#### **What are the roles and responsibilities of installation leadership and management?**

Each individual within the Fort Polk community must know their role and responsibility as well as the roles and responsibilities of key leaders and managers.

1. CG: Overall environmental responsibility for the installation. Responsible for establishing the Environmental Quality Control Committee (EQCC) to serve as the installation's top management for EMS.
2. GC: Overall environmental responsibility for environmental performance of garrison functions. Serve as chair of the EQCC.
3. Chief, Environmental and Natural Resources Management Division: Serve as installation

Management Representative and Environmental Coordinator. Responsible for the day-to-day management and execution of activities required for the installation to comply with applicable environmental regulatory, policy and other requirements.

4. Brigade Commanders, Directors, and Tenant Activity Chiefs: Serve as members of the EQCC, and organizational champions for environmental stewardship and provide overall environmental responsibility for their organizations environmental performance.
5. Other Commanders, Leaders, Managers and Supervisors: Responsible for their units and organization's environmental compliance and stewardship training, and enforcement of environmental requirements.
6. ALL: Each individual on the installation has the role of an environmental steward and is responsible for acting in accordance with installation environmental regulations and monitoring compliance with the installation environmental policy. Each person is responsible for sharing ideas for protecting the environment and reporting non-compliance with environmental requirements.

#### **What are the consequences of non-conformance with policy and EMS?**

The ultimate consequence of non-conformance with environmental policy, laws and regulations is the degradation of the environment to the point where working or living on Fort Polk is no longer possible. Other more immediate consequences of non-conformance are:

- Inability to accomplish the installation's core mission due to significant impacts to the installation's environment.
- Enforcement actions and potential fines by Federal and State regulators resulting from non-compliance with environmental laws or regulations.
- Imprisonment for violating Federal and State environmental laws.
- Lack of funding for mission activities resulting from the high cost of environmental cleanup and remediation.

- Disciplinary actions from supervisors for failure to adhere to policy.
- Loss of time, manpower, and money cleaning up environmental damage that should have been avoided.
- Unfavorable attention for senior leadership because of poor environmental performance.

**The Fort Polk EMS Master Document is available for review at the installation environmental office and on the ENRMD web site. Installation and community members are encouraged to review our EMS and provide feedback in an effort to assist in the continual improvement of the installation's mission and environmental performance.**

**PREVENT BIRTH DEFECTS BEFORE  
YOU GET PREGNANT**



**Healthy Baby**

**Article provided by the Nutrition Care Division  
Bayne-Jones Army Community Hospital**

Most women think that their "pregnancy nutrition" doesn't start until they get pregnant. This is far from true, especially since 50% of pregnancies are unplanned and most women don't discover they are pregnant until 2-6 weeks after conception. Non-pregnant activities such as smoking, drinking, and poor diet have negative effects on fetal development, even during the first couple of weeks of pregnancy. Much critical developing occurs during this time, particularly the brain and nervous system.

All women should take a supplement with folic acid. This can be just a simple multivitamin. Folic acid supplementation is associated with decreased occurrence of neural tube birth defects. Spina Bifida and Anencephaly are two types of neural tube birth defects that affect at least 2,500 babies every year. In Spina Bifida, the vertebrae don't close properly and in Anencephaly, part of the brain does not fully develop. Both are life-threatening

conditions that occur during the first two weeks of pregnancy, before most women even know they are pregnant. Both defects can be prevented.

Fewer than 33% of American women of childbearing age take folic acid supplements as recommended by health care professionals to help prevent neural tube birth defects. As of 1998, all grain products are fortified with this B vitamin. This is helpful, yet diet alone is usually not enough to prevent birth defects. Women should start taking a multivitamin with 400-mcg of folic acid at least 4 weeks before conception. Pregnant women need 600 mcg. Most prenatal vitamins have 800-1,000 mcg.

Even if you have absolutely no intention of becoming pregnant, folic acid has a multitude of other benefits to include preventing colon cancer, stroke, heart disease, breast cancer, and anemia.

The terms folic acid and folate are often used interchangeably. They are just different forms of a B vitamin. Folic acid is the form used to fortify supplements, grains, and cereals. Folate is the natural form found in fruits, vegetables, and legumes. Folate is used to form red blood cells, make proteins, and prevent neurological birth defects. You can get your folate from supplements and food. Food provides other nutrients important for fetal development as well. Aim for at least 3 fruits and 3 vegetables daily. Eat a variety of whole grains, possibly a fortified cereal. See the chart below for examples.

For more information on what to eat before, during, or after pregnancy, please contact the Nutrition Care Division at Bayne-Jones Army Community Hospital at 531-3129.





**Folate in Food**

<b>Fruit</b>	<b>mcg</b>	<b>Vegetables</b>	<b>mcg</b>
1 kiwi	35	1 cup broccoli	62
1 orange	40	1 cup Brussel sprouts	94
1 cup OJ	130	1 cup endive	72
1 cup strawberries	30	1 cup cabbage	40
1 banana	22	1 cup spinach	216
1 cup pineapple juice	50	1 cup cauliflower	54
<b>Grains/Starches</b>		<b>Meat/Other</b>	
1 baked or sweet potato	22-26	3 oz beef & poultry	3-8
½ cup beans	120	3 oz liver	190
½ cup barley	13	3 oz chicken liver	660
1 slice whole wheat bread	14	1 cup milk	13
1 slice white bread	10	1 cup yogurt	28
¼ cup wheat germ	100	½ cup cottage cheese	11
¾ cup Total Cereal, Product 19, Smart Start	400	¼ cup sunflower seeds	100
¼ cup Grapenuts cereal	100	1 egg yolk	23
1 cup pasta	100		

**"PROTECTING YOURSELF  
FROM EYE HAZARDS"**

**BJACH "Health Awareness"****Health Promotion Program****Bayne-Jones Army Community Hospital**

**Eye safety starts with knowledge. Can you separate the true statements from the misconceptions about eye protection?**

1. ☐ **True** ☐ **False** A face shield is a good substitute for safety goggles or glasses.
2. ☐ **True** ☐ **False** Contact lenses should not be worn under conditions that require a respirator.
3. ☐ **True** ☐ **False** Getting hit in the eye accounts for two-thirds of all eye injuries.
4. ☐ **True** ☐ **False** Prescription safety glasses are safer than nonprescription ones.
5. ☐ **True** ☐ **False** Regular glasses look just like safety glasses and work as well.
6. ☐ **True** ☐ **False** Safety glasses may not provide protection if they are scratched or chipped.

**Eye Safety and You**

**What eye hazards exist at your workplace?**

- ✓ flying particles from grinding, sawing, etching or other machine operations

- ✓ sparks from welding and other operations
- ✓ fumes and splashes
- ✓ harmful light rays from arc and electrical welding, furnace operations or acetylene torches
- ✓ other:

**What types of eye protection do you use?**

**How's your eye safety attitude?**

**Do you...**

☐ **Yes** ☐ **No**...always use your safety glasses or other eye protection -- even if it's just for a minute?

☐ **Yes** ☐ **No**...follow established safety guidelines?

☐ **Yes** ☐ **No**...know all the eye hazards at your worksite and protect yourself against each one?

☐ **Yes** ☐ **No**...know first aid for eye injuries?

☐ **Yes** ☐ **No**...know where eyewash stations and emergency equipment are?

☐ **Yes** ☐ **No**...have safety glasses that are ANSI approved, properly fitted and in good repair?

☐ **Yes** ☐ **No**...use only your own safety glasses or goggles?

☐ **Yes** ☐ **No**... wear eye protection when at home mowing, using a weed-eater or woodworking?

**A "yes" response to the above questions means that you'll always be "looking good" on the job.**

(True-false answers: 1. F, 2. T, 3. T, 4. F, 5. F, 6. T.)

Article courtesy of ©Parlay International

**In recognition of National Glaucoma Awareness, the Health Promotion Program at Bayne-Jones will be providing Health Awareness at the PX on 13 & 27 January 2006.**

**Protect Your Eyes**

According to the Glaucoma Research Foundation -

*"Glaucoma is a group of diseases that can steal sight without warning or symptoms. Three million Americans have it. Only half know."*

For more information on Glaucoma log on to

<http://www.glaucoma.org/>

**ATTENTION!! ATTENTION!!!*****Blue Cross/Blue Shield Customers***

As a result of an overwhelming response at the Federal Employees Health Benefits (FEHB) Fair conducted during open season, a representative of **Blue Cross/Blue Shield** will be making a special visit on **Thursday, 2 February 2006, 1100-1400**, to the **Civilian Personnel Advisory Center, Building 413, 7041 Radio Road**. All customers who may be having problems or would just like to speak with the representative may do so at this time. No appointment is needed.

**ARTICLES FOR BULLETIN**

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. [Laura.mireles@us.army.mil](mailto:Laura.mireles@us.army.mil)
2. Call 531-4020

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//  
**DONALD R. MALLETT**  
Director, Civilian Personnel  
Advisory Center

